

Memorandum

TO : Registrar/TR

DATE: 6 February 1964

FROM : C/AIB/RS/TR

SUBJECT: Weekly Activities Report No. 5
29 January - 4 February 1964

I. SIGNIFICANT ITEMS

None

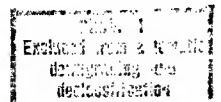
II. OTHERS

25X1A9a A. OTR's contribution to the Spring issue of the Support Bulletin is two articles from the OTR BULLETIN: one on briefing techniques from the May issue, the other a rewrite of our article on non-Agency training with emphasis on how the Agency abides by the Government Employees Training Act. The articles will be sent to [REDACTED] the editor, Monday, 9 February; Bob's deadline is 15 February. C/PPS knows of this action.

25X1A9a B. OTR Catalog of Courses: With the exception of language courses, all course descriptions have been revised as needed and are ready for AIB's final typing for the printer. The Language Faculty found itself unable to work out the changes it wished; hence we will repeat, with minor modifications, the descriptions of language courses given in the August 1962 Catalog. Since the new Catalog will be published as a looseleaf book, LAS will have an opportunity to enter its revisions later.

25X1A9a C. [REDACTED], C/HT/OS, was given the biographic information (prepared earlier for DTR) on the Agency's seven nominees for the 17 February Interdepartmental Country Team Seminar. Stan will represent Mr. Baird at a selection committee meeting at FSI on Friday, 7 February. [REDACTED] was given a copy of the names of the candidates for insertion in the CI Book.

25X1A9a D. [REDACTED] C/OS, was given detailed information on the subject-matter of a September 1950 to February 1951 PM course taken from our records folders which also contained certification that a named employee completed the course.



SUBJECT: Weekly Activities Report No. 5 (cont.)

E. Status report on courses:

CI Fam started on Monday, 3 February at its capacity of 15; had 4 standbys.

Introduction to Intelligence beginning 17 February is at the 38 capacity (Usually we can go up to 60 but because of Midcareer, Phase 3, in the 801 Auditorium the enrollment is being held to the capacity of Room 401.) There are 5 standbys; remainder of applicants are registered for the March running.

Travel Procedures starting 17 February has a registration of 30 and still has to be reduced to 20.

Budget and Finance beginning 24 February is at its 15 capacity; 2 standbys.

Introduction to Communism beginning 2 March is now at the capacity of 60; 8 standbys.

Ops Fam, beginning 9 March has 25 eligible non-JOT's registered. We are informing Training Officers that each applicant is required to take the CS Orientation during the week of 2 March.

Basic Writing Workshop beginning 10 March is oversubscribed by four; 16 is the maximum.

F. Weekly Attendance. 3-7 February -- 915 persons attended 87 internal OTR courses or programs.

III. PERSONNEL

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A. [REDACTED] began 30 days of annual leave after which she will be on leave without pay for a year. Mary returned to Alabama for a semester's work in preparation for entering graduate school at the University.

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B. [REDACTED] is going to be able to report to the Information Specialist activity daily for about two hours beginning Thursday, 6 February.

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Attachment

OTR Personnel: Requests for Training
Received in January 1964